

POLICE OFFICE SPECIALIST II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of responsible office support work related to law enforcement functions; to maintain the Police Department's property and evidence section including determining, executing and documenting all evidence for property release, destruction, auction and donation; to respond to a variety of questions and inquiries from the general public; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Police Office Specialist series. Employees within this class are distinguished from the Police Office Specialist I by the performance of the full range of duties as assigned including receiving, processing and storing evidence and property. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Police Commander.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Receive emergency and non-emergency calls over the phone or at the public counter; provide factual information regarding procedures and policies; refer calls to other law enforcement staff as appropriate.
2. Disseminate records information to department staff, outside law enforcement agencies, the public and other employees according to established guidelines.
3. Type and process a variety of correspondence, reports, forms and confidential documents from drafts, notes or brief instructions; proof read materials for accuracy, completeness and compliance with departmental regulations.
4. Process property and evidence to ensure appropriate retention and custody; release or dispose of such items according to established guidelines.
5. Coordinate, prepare and process all items designated for auction; check out and release evidence to appropriate persons.
6. Maintain a variety of records, files and logs of criminal histories, warrants, subpoenas, citations, fingerprint cards and related police information.
7. Conduct specialized research; assist various law enforcement staff in locating needed information including reports and records.
8. Receive and process court mail; route mail, subpoenas and warrants to appropriate staff; process out going mail.
9. Receive and enter a variety of information into the computer system including records of sale, citizen requests and direct deterrent program statistics; perform quality control of information.

CITY OF BELMONT
Police Office Specialist II (Continued)

Marginal Functions:

1. Assist dispatch staff in entering citizen calls for service into the computer.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment including computers and supporting word processing applications.
Principles and procedures of record keeping.
Applicable rules and regulations governing the release of law enforcement records.
Use and application of basic law enforcement terminology.
Methods and techniques of dealing with the public.
Methods and techniques of processing, storing, maintaining and destroying evidence and property.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform a variety of responsible office support work related to law enforcement functions.
Respond to requests and inquiries from the general public.
Type and process a variety of law enforcement correspondence, reports, forms and confidential documents.
Process property and evidence to ensure appropriate retention and custody.
Maintain accurate and current law enforcement records and files.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years of increasingly responsible technical office support or law enforcement office experience.

Training:

Equivalent to the completion of the twelfth grade.

P.O.S.T Basic records management course

License or Certificate

Possession of, or ability to obtain, a law enforcement computer system access certificate.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive public contact; possible exposure to hazardous materials..

CITY OF BELMONT
Police Office Specialist II *(Continued)*

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.